

**ADMINISTRATIVE**  
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CIA SECRETARIAL GRADE PATTERN

2 Dec 1977

The Secretarial Grade Classification Pattern applies to positions where the incumbent acts in a personal assistant relationship to the supervisor. The Pattern Grade is based on a combination of the grade of the supervisor's position and the organizational level of the supervisor's position. Therefore, in applying the Secretarial Pattern to a situation where a supervisor is a GS-16 and a subordinate is a GS-15, the former's secretary would be graded at GS-07 and the latter's at GS-06.

AGENCY ORGANIZATIONAL LEVEL	SUPERVISOR'S POSITION GRADE	MAXIMUM SECRETARIAL GRADE
1. DCI	EP-02	GS-13
2. DDCI	EP-03	GS-12
3. DD's and certain Independent Offices	EP-04	GS-11
4. Associate DD's and certain Independent Offices	EP-05	GS-10
5. Office and Division Chiefs, Chiefs of Station (Other comparable GS-18 jobs)	GS-18	GS-09
6. Deputy Office Chiefs, Deputy Division Chiefs, Group Chiefs, Staff Chiefs, COS', DCOS' (Other comparable GS-17 jobs)	GS-17	GS-08
7. Division, Group, Staff, Branch Chiefs, COS', DCOS'	GS-16	GS-07
8. Division, Group, Staff, Branch Chiefs, COS', DCOS' (without supervisory positions at GS-16 immediately above them)	GS-15	GS-07
9. Division, Group, Staff, Branch Chiefs (with GS-16 supervisory positions immediately above them)	GS-15 GS-14	GS-06

Grade of Secretaries to Officers in nonsupervisory positions will be evaluated on the basis of duties and responsibilities.

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